

## **EDINBURGH WOMEN'S AID**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>CEDAR Co-ordinator (Mother)</b>
<b>RESPONSIBLE TO:</b>	<b>Operational Manager</b>
<b>SALARY:</b>	<b>£25,322 pro rata (SCP26 )</b>
<b>HOURS:</b>	<b>21 hours per week</b>
<b>HOLIDAY ENTITLEMENT:</b>	<b>25 days Annual Leave plus 10 public pro rata</b>
<b>CONTRACT:</b>	<b>On a permanent basis (subject to funding)</b>

*This role is subject to Adult and Child PVG scheme membership.*

### **Job Purpose**

To work with the CEDAR Children & Young People Co-ordinator to develop and manage a community group work programme (CEDAR Project) for children and young people and their mothers with experience of domestic abuse. The co-ordinator role is pivotal to the way in which CEDAR Groups are organised and facilitated.

You will work alongside the CEDAR Children & Young People's Groups Co-ordinator to develop, manage and deliver the CEDAR 12-week community group work programme. This will include remote groups and face to face delivery.

Responsibilities include: overseeing and delivering the group work programme; managing referrals; scheduling and delivering groups and co-ordinating and providing support to co-facilitators. A significant proportion of time will be spent carrying out assessments with families to establish if the CEDAR programme is suitable for children. Assessment is a key element of the coordinator role and is a vital way in which mothers and their children are motivated to engage with their groups or supported to access more appropriate services. Coordinators will act as a single point of contact for both referrers and families.

(<http://CEDARnetwork.org.uk/how-CEDAR-groups-work/>)

### **Main Duties**

- Accept referrals from Edinburgh Women's Aid and other partner agencies.
- Work with referring agencies to ensure access to CEDAR programme.
- Co-ordinate assessments with women, children and young people (WCYP) to gauge their suitability for the programme.
- Organise, resource and prepare CEDAR groups.
- Co-facilitate mother's groups with partner agency facilitators.
- Develop and train partner agency facilitators to become lead facilitators.
- Conduct ongoing evaluation and analysis.

## Other Tasks

- Prepare and submit progress reports to the Edinburgh CEDAR steering group.
- Monitor and evaluate programmes and the project overall in line with funding requirements and CEDAR guidelines.
- Work with the steering group to ensure the success of the project.
- Take part in training and development opportunities within Edinburgh Women's Aid and CEDAR nationally.
- Attending the National CEDAR Practitioner's meetings.

## PERSON SPECIFICATION

### Required areas of knowledge and understanding

- Understanding of a gendered analysis of domestic abuse and the impact on children and young people and their mothers.
- Knowledge of child and adult protection procedures and their implementation
- Knowledge of the issues, policies and legislation affecting WCYP who experience domestic abuse.
- Understanding and commitment to Edinburgh Women's Aid vision and mission.
- Commitment to ongoing professional development and review.

Essential requirements
<ul style="list-style-type: none"><li>• Experience of developing and supporting partnerships.</li><li>• Experience of facilitating groups and delivering training.</li><li>• Experience of developing and co-ordinating groupwork.</li><li>• Experience of working with both women and children.</li><li>• Experience of assessing women and/or CYP for service provision.</li><li>• Excellent written and verbal communication skills.</li><li>• Skilled at interpreting and presenting/reporting on complex issues for a variety of audiences.</li><li>• Able to engage confidently, empathically and non-judgementally with a wide range of people and agencies.</li><li>• Able to work on own initiative and as part of a team, prioritise tasks and work to deadlines.</li><li>• Computer literate and competent in use of MS Office (word and excel), email and internet.</li></ul>

Desirable requirements
<ul style="list-style-type: none"><li>• Experience of organising and managing events.</li><li>• Experience of monitoring and evaluating projects using an outcomes based approach.</li><li>• Degree in Community Education, Social Work or equivalent qualification in relevant subject.</li><li>• Minimum 3 years experience in a relevant role.</li><li>• Holder of a valid driving licence.</li></ul>



Women's Aid in Scotland is an equal opportunities employer and welcomes applications from all sections of the community. Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010